

# WISA: AV EQUIPMENT EXTENDED LOAN REQUEST (AV2-2025)

Student/staff form for extended, overseas and out-of-term loans

## Your details

Name ..... Student no. ....

Faculty / Course .....

## Loan dates

From ..... / ..... / ..... to ..... / ..... / .....

## Place of use & purpose of loaned equipment

.....  
.....  
.....

## Equipment

(Staff use only)

Item (inc. manufacturer/model)

Item code

Est. value

|       |       |       |
|-------|-------|-------|
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |

Total est. value .....

## Declaration

I have previously read and signed the **AV Equipment Loan Agreement** form **AV1**. I understand I will be liable for any loss or damage to the above equipment for the duration of the loan. I am aware I need my own insurance for overseas use and will provide policy details before taking equipment if applicable.

Signed  ..... Date .....

Authorisation ..... Date .....

If equipment is lost, damaged or stolen or if you think you will have problems returning equipment on-time you must inform stores immediately, at [WISAavstores@uwtسد.ac.uk](mailto:WISAavstores@uwtسد.ac.uk).

☐ Req. Insurance co. .... Policy no. ....